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**S.P.MANDALI'S  
RAMNARAIN RUIA AUTONOMOUS COLLEGE,  
MATUNGA, MUMBAI-400019**

**Academic Year 2020-21  
Admission Cancellation**

The students who have been admitted to Ramnarain Ruia Autonomous College and wish to cancel their admission, will have to fill the cancellation form attached below. After the form is filled, student will write an email to [cancellations@ruiacollege.edu](mailto:cancellations@ruiacollege.edu)

A student will specify name the year and the subjects for which the admission is to be cancelled. The email should have the cancellation form, fee receipt and a blank cancelled check as an attachment.

**Refund of Fees**

Fee deduction on cancellation of admission will be according to the rules of University of Mumbai as given below:

<b>Sr. No.</b>	<b>Period</b>	<b>Deduction Charges</b>
1.	Prior to commencement of academic term and instruction of course	Rs. 500/- lump sum
2.	Upto 20 days after the commencement of academic term of the course	20% of the total amount of fees.
3.	From 21 <sup>st</sup> day upto 50 days after commencement of the academic term of the course	30% of the total amount of fees
4.	From 51 <sup>st</sup> day upto 80 days after commencement of the academic term of the course or last date of closure of enrollment announced by University of Mumbai whichever is earlier.	50% of the total amount of fees
5.	Upto one month from the last date of closure of enrollment announced by University of Mumbai.	60% of the total amount of fees
6.	After one month from the last date of closure of enrollment announced by University of Mumbai.	100%ofthetotalamountoffees

Dr. Anushree Lokur  
I/C Principal



**RUIA COLLEGE**  
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**RAMNARAIN RUIA AUTONOMOUS COLLEGE, MATUNGA MUMBAI – 400 019.**

**APPLICATION FOR CANCELLATION OF ADMISSION**

**(Please attach an Original copy of Fee Receipt and Return Original Identity Card )**

Date of Application :- \_\_\_\_\_

Full Name :- \_\_\_\_\_

Res. Address :- \_\_\_\_\_  
\_\_\_\_\_

Contact No :- \_\_\_\_\_ Email ID :- \_\_\_\_\_

To,  
The Principal,  
Ramnarain Ruia Autonomous College,  
Matunga Mumbai – 400 019.

Respected Sir,

I Secured Admission in your college for Class \_\_\_\_\_ on \_\_\_\_\_. I would like to cancel my admission because I got admission in \_\_\_\_\_ College for \_\_\_\_\_ Course on \_\_\_\_\_.

I request you to return my Leaving Certificate/Marksheet which I have submitted while taking admission to the above class in your College.

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**My Particulars are as Follows :**

1. Total Fees Paid :- Rs. \_\_\_\_\_
  2. Class :- \_\_\_\_\_ Admission No :- \_\_\_\_\_ Roll No :- \_\_\_\_\_
  3. Receipt No :- \_\_\_\_\_ Dated :- \_\_\_\_\_ Id No :- \_\_\_\_\_
  4. Subject Offered :- 1) \_\_\_\_\_ 2) \_\_\_\_\_ 3) \_\_\_\_\_
- Total Marks Obtained :- \_\_\_\_\_ Out of :- \_\_\_\_\_  
Percentage :- \_\_\_\_\_

Thanking you,  
Yours faithfully,

Authority Signature.

Signature of the Applicant.

Bank Details for RTGS / NEFT ( For Refund ) :

Bank Account Holder Name :- \_\_\_\_\_

Account No :- \_\_\_\_\_

Bank Name :- \_\_\_\_\_

IFSC Code :- \_\_\_\_\_

MICR Code :- \_\_\_\_\_

Bank Address :- \_\_\_\_\_

\_\_\_\_\_

**\*\*\* Kindly Attach a Blank Cancelled Cheque with this Form.**



**RAMNARAIN RUIA AUTONOMOUS COLLEGE, MATUNGA MUMBAI - 400 019.**

**APPLICATION FOR CANCELLATION OF ADMISSION**

**FOR OFFICE USE ONLY**

I. Date of Application Received :- \_\_\_\_\_

II. Transfer by RTGS / NEFT Date :- \_\_\_\_\_

III. Entered in CASRF Register Date :- \_\_\_\_\_

IV. Enrolment Fees sent to Mumbai Univ. or Not :- \_\_\_\_\_

V. Total Fees Received Rs :- \_\_\_\_\_

Deductions :- \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Net Payable :- \_\_\_\_\_